

## EQUIPMENT REGISTRATION FORM INSTRUCTIONS

### General Information Section

Application Number - This number is issued by Motor Carrier Services.

Tax ID Number (FEIN/SSN) - Enter the **registrant/motor carrier** Federal Identification Number or Social Security Number.

Type of Transaction - Indicate add, transfer, deletion, etc. (See back of form for other transaction types and documents required.)

Type of Operation - Enter "X" in the boxes which describe the registrant's business.

Commodity Class - Enter "X" in the boxes that describe the commodity(s) being transported.

Registration Year - Enter all four digits of the registration year (e.g., 2006).

Account Number - Enter the number assigned by Motor Carrier Services (If new, leave blank).

Fleet Number - Enter the number assigned by Motor Carrier Services (If new, leave blank).

U.S. Department of Transportation (U.S. DOT) Number - Enter the registrant/motor carrier U.S. DOT number. If you do not have a U.S. DOT number, you must complete a MCS-150 form. (To obtain immediately: <http://www.safer.fmcsa.dot.gov>)

International Fuel Tax Agreement (IFTA) License Number - Enter your IFTA license number. If leased, indicate, "leased" in box.

Federal Motor Carrier Safety Administration (FMCSA) Number - Enter your FMCSA MC number. If leased, indicate, "leased" in box.

Name of Registrant/Motor Carrier - Enter the name in which you are applying for plates. This name must be identical to the name listed with the FMCSA and Missouri Secretary of State.

Doing Business As - If applicable, enter the name in which the registrant/motor carrier does business.

Business Address - Enter the **Missouri address** where the registrant/motor carrier has an established place of business.

County - Enter the county in which the business address is located.

Business Phone Number - Enter the Missouri telephone number of the registrant/motor carrier. **Service Agent telephone numbers and toll free numbers are not acceptable.**

Mailing Address - Enter the address where the registrant desires his/her registration credentials mailed. **This cannot be a post office box number.**

County - Enter the county in which the mailing address is located.

Person to Contact - Indicate the individual responsible for the completion of the forms and who is familiar with the requirements of the application.

Contact Phone Number - Enter the area code and phone number of the contact person.

Fax Number - Enter the area code and facsimile number.

Email Address - Enter the email address of the person responsible for processing/completing the applications.

**International Fuel Tax Agreement (IFTA) Decal Request Section** - Complete this section when adding additional qualified vehicles to the apportioned fleet and you need to obtain decals.

IFTA License Number - Enter your IFTA license number.

Number of Decals Requested - Enter the number of decal sets you are requesting. (The number of decals issued must reconcile with the number of trucks licensed, and will be subject to audit.)

## **Equipment Addition Section**

**Equipment Number** - Enter the equipment number or unit number you have assigned to each power unit or trailer.

**Model Year & Make** - Enter the four digits of the model year and the make of the power unit or trailer.

**Vehicle Identification Number (VIN)** - Enter the complete VIN as listed on title or application for title.

**Vehicle Type/Axles** - Enter the type of vehicle; TK = Straight Truck, TR = Tractor, TT = Truck Tractor, RT = Road Tractor, ST = Semi-Trailer, FT = Full Trailer, BS = Bus, CG = Converter Gear. Enter the number of axles under each power unit and each trailer (each axle in a tandem group is one axle). **(When prorating with Quebec, the combination of both tractor and trailer axles will be shown on the cab card.)**

**Fuel Type/Seats** - Enter the type of fuel being used by the power unit (If trailer, leave blank). Enter the actual seating capacity for buses.

**Unladen Weight** - Enter the empty weight of the power unit or trailer.

**Unit Price** - Latest purchase price is the actual purchase price of the vehicle paid by the current owner, including accessories or modifications attached to the vehicle. The factory price is ninety percent (90%) of the manufacturer's retail price, including accessories or modifications attached to the vehicle, but excludes trade-in and sales tax.

**Date of Purchase** - Enter the month, day, and year the vehicle was purchased by the current owner.

**Leased** - If the vehicle is leased, enter "X" for yes and submit a copy of the lease with the application. If not leased, enter "X" for no.

**Name of Lessee and/or Lessor** - Enter the name of the owner-operator, service representative, or lessee.

**Title State/Title Number** - Enter the state abbreviation the title was issued in. Enter the number shown on the **registrant/motor carrier Missouri title**.

**Safety Indicator** - Will the control and responsibility for the safety of this vehicle be assigned to a different motor carrier during the registration year by lease? Enter an "X" in the appropriate box.

**US DOT Number** - If you are a registrant (no operating authority is held) and hold the responsibility of safety for your vehicles or the vehicle is being rented or leased for 30 days or less to an interstate motor carrier, enter **your** US DOT number. If the vehicle is being leased for more than thirty days to an interstate motor carrier, enter the US DOT number of the **motor carrier** responsible for the safety of the vehicle.

**Plate Number** - Enter the plate number (if any) issued by Motor Carrier Services that has not expired.

## **Equipment Deletion Section**

**Equipment Number** - Enter the equipment number or unit number you have assigned to the power unit or trailer that is being removed from service.

**Model Year & Make** - Enter the four digits of the model year and the make of the power unit or trailer.

**Vehicle Identification Number (VIN)** - Enter the complete VIN as listed on title or application for title.

**Plate Number** - Enter the plate number issued by Motor Carrier Services that has not expired.

**Weight Group** - (Combined Gross Weight) Enter the Missouri weight classification in which the vehicle is licensed.

## **Jurisdictional Weights Section**

Refer to the Motor Carrier Services Comparable Weight Chart. List only the weights for the IRP jurisdictions that will be different than the Missouri combined gross weight. If adding a new jurisdiction, enter the weights next to the new jurisdiction(s) being added.

## **Refund Request Section**

If you are removing a power unit that is registered for more than 54,000 pounds, you may request the remaining Missouri portion of the fees as a refund by marking the appropriate box and signing the form. **No photocopy of a signature will be accepted.**



MISSOURI DEPARTMENT OF TRANSPORTATION  
MOTOR CARRIER SERVICES  
1320 CREEK TRAIL DRIVE, P.O. BOX 893  
JEFFERSON CITY, MO 65102-0893  
PHONE: (866) 831-6277 OR (573) 751-7100  
FAX: (573) 751-0916 WEB ADDRESS: [www.modot.org/mcs](http://www.modot.org/mcs)

## EQUIPMENT REGISTRATION FORM

### DOCUMENT CHECKLIST ON BACK OF FORM

APPLICATION #				TAX ID NUMBER (FEIN/SSN)				TYPE OF TRANSACTION				PAGE _____ OF _____			
TYPE OF OPERATION: <input type="checkbox"/> PVT - PRIVATE <input type="checkbox"/> FHE - FOR-HIRE EXEMPT <input type="checkbox"/> FOR - FOR-HIRE <input type="checkbox"/> FHR - FOR-HIRE RENTAL <input type="checkbox"/> FHL - FOR-HIRE LEASE <input type="checkbox"/> PVR - PRIVATE RENTAL								COMMODITY CLASS: <input type="checkbox"/> A - ALL <input type="checkbox"/> L - LOGS <input type="checkbox"/> E - EXEMPT <input type="checkbox"/> P - PASSENGER <input type="checkbox"/> H - HOUSEHOLD GOODS							
REGISTRATION YEAR		NAME OF REGISTRANT/MOTOR CARRIER										<b>IFTA DECAL REQUEST SECTION</b>  THE NUMBER OF DECALS ISSUED MUST RECONCILE WITH THE NUMBER OF TRUCKS LICENSED, AND WILL BE SUBJECT TO AUDIT.			
ACCOUNT NUMBER		DOING BUSINESS AS													
FLEET NUMBER		BUSINESS ADDRESS (WHERE FLEET IS BASED)						COUNTY							
U.S. DOT NUMBER		CITY, STATE, ZIP CODE						BUSINESS PHONE (MUST BE A MO#/NO TOLL FREE #S)				IFTA LICENSE NUMBER			
IFTA LICENSE NUMBER		MAILING ADDRESS FOR BILLS, CAB CARDS, PLATES (NO P.O. BOX NUMBERS)						COUNTY		NUMBER OF DECALS REQUESTED _____ SETS					
FMCSA MC NUMBER		CITY, STATE, ZIP CODE										<b>JURISDICTIONAL WEIGHTS SECTION</b>  LIST ONLY THE WEIGHTS OF THE IRP JURISDICTIONS THAT WILL BE DIFFERENT THAN THE MISSOURI COMBINED GROSS WEIGHT. IF ADDING A NEW JURISDICTION, ENTER THE WEIGHTS NEXT TO THE NEW JURISDICTION.			
PERSON TO CONTACT		CONTACT PHONE NUMBER		FAX NUMBER		EMAIL ADDRESS									
<b>EQUIPMENT ADDITION SECTION</b>				<b>EQUIPMENT ADDITION SECTION</b>											
EQUIPMENT NUMBER						EQUIPMENT NUMBER						AL	MN	VA	
MODEL YEAR & MAKE						MODEL YEAR & MAKE						AR	MS	VT	
VEHICLE IDENTIFICATION NUMBER						VEHICLE IDENTIFICATION NUMBER						AZ	MT	WA	
VEHICLE TYPE & AXLES		VEHICLE TYPE	POWER UNIT AXLES	TRAILER UNIT AXLES	VEHICLE TYPE & AXLES		VEHICLE TYPE	POWER UNIT AXLES	TRAILER UNIT AXLES	CA	NC	WI			
FUEL TYPE & SEATS (IF A BUS)		FUEL TYPE		NUMBER OF SEATS		FUEL TYPE & SEATS (IF A BUS)		FUEL TYPE		NUMBER OF SEATS		CO	ND	WV	
UNLADEN WEIGHT						UNLADEN WEIGHT						CT	NE	WY	
WEIGHT GROUP (Combined Gross Weight)						WEIGHT GROUP (Combined Gross Weight)						DC	NH	AB	
UNIT PRICE		LATEST PURCHASE PRICE		FACTORY PRICE		UNIT PRICE		LATEST PURCHASE PRICE		FACTORY PRICE		DE	NJ	BC	
DATE OF PURCHASE						DATE OF PURCHASE						FL	NM	MB	
IS UNIT LEASED?		<input type="checkbox"/> YES <input type="checkbox"/> NO				IS UNIT LEASED?		<input type="checkbox"/> YES <input type="checkbox"/> NO				GA	NV	NB	
NAME OF LESSEE AND/OR LESSOR						NAME OF LESSEE AND/OR LESSOR						IA	NY	NL	
TITLE STATE AND TITLE NUMBER		TITLE STATE	TITLE NUMBER			TITLE STATE AND TITLE NUMBER		TITLE STATE	TITLE NUMBER			ID	OH	NS	
WILL THE CONTROL AND RESPONSIBILITY FOR THE SAFETY OF THIS VEHICLE BE ASSIGNED TO A DIFFERENT MOTOR CARRIER DURING THE REGISTRATION YEAR BY LEASE? <input type="checkbox"/> YES <input type="checkbox"/> NO						WILL THE CONTROL AND RESPONSIBILITY FOR THE SAFETY OF THIS VEHICLE BE ASSIGNED TO A DIFFERENT MOTOR CARRIER DURING THE REGISTRATION YEAR BY LEASE? <input type="checkbox"/> YES <input type="checkbox"/> NO						IL	OK	NT	
U.S. DOT NUMBER						U.S. DOT NUMBER						IN	OR	ON	
PLATE NUMBER						PLATE NUMBER						KS	PA	PE	
EQUIPMENT DELETION SECTION		EQUIPMENT DELETION SECTION													
EQUIPMENT NUMBER						EQUIPMENT NUMBER						KY	RI	QC	
MODEL YEAR & MAKE						MODEL YEAR & MAKE						LA	SC	SK	
VEHICLE IDENTIFICATION NUMBER						VEHICLE IDENTIFICATION NUMBER						MA	SD	YT	
PLATE NUMBER						PLATE NUMBER						MD	TN	AK	
WEIGHT GROUP (Combined Gross Weight)						WEIGHT GROUP (Combined Gross Weight)						ME	TX	MX	
												MI	UT		
		<b>REFUND REQUEST SECTION</b>  IF YOU ARE REMOVING A POWER UNIT THAT IS REGISTERED FOR MORE THAN 54,000 POUNDS YOU MAY REQUEST THE REMAINING MISSOURI PORTION OF THE FEES AS A REFUND, BY MARKING THE APPROPRIATE BOX BELOW AND SIGNING ON THE PROVIDED LINE.													
		<input type="checkbox"/> PLEASE ISSUE A REFUND FOR THE REMAINING PORTION OF MY MISSOURI FEES.													
		<b>ORIGINAL SIGNATURE</b> (SORRY, NO COPY OF SIGNATURE ACCEPTED) <b>X</b>													
		REG/TVR DATE		EXAMINED BY/DATE											

**CHECK LIST: Below are the documents, which need to be submitted to our office for each type of transaction. Each transaction type must be completed on a separate equipment registration form. Please submit “copies” of supporting documents unless otherwise noted.**

<p align="center"><b>NEW ACCOUNT OR NEW FLEET</b></p> <p><input type="checkbox"/> COMPLETED EQUIPMENT REGISTRATION FORM</p> <p><input type="checkbox"/> COMPLETED MILEAGE REGISTRATION FORM IF VEHICLE(S) WERE OPERATED DURING REPORTING PERIOD - ACTUAL MILEAGE IS REQUIRED.</p> <p><input type="checkbox"/> COMPLETED IFTA FORM</p> <p><input type="checkbox"/> TITLE OR VALIDATED TITLING RECEIPT</p> <p><input type="checkbox"/> LEASE AGREEMENT, IF LEASED</p> <p><input type="checkbox"/> PAYMENT OF HEAVY HIGHWAY VEHICLE USE TAX (IRS-FORM 2290/SCHEDULE I) FOR POWER UNITS BEING LICENSED AT 55,000 LBS. OR MORE MUST BE FILED BY THE LAST DAY OF THE MONTH FOLLOWING THE MONTH OF FIRST USE. SUBMIT:</p> <ul style="list-style-type: none"> <li>• RECEIPTED FORM 2290/SCHEDULE I RETURNED FROM IRS LISTING VIN, OR</li> <li>• FORM 2290/SCHEDULE I LISTING VIN WITH COPY OF CANCELLED CHECK</li> </ul> <p><input type="checkbox"/> CURRENT MISSOURI COUNTY PERSONAL PROPERTY TAX RECEIPT OR TAX WAIVER</p>	<p align="center"><b>ADD VEHICLE</b></p> <p><input type="checkbox"/> COMPLETED EQUIPMENT REGISTRATION FORM</p> <p><input type="checkbox"/> TITLE OR VALIDATED TITLING RECEIPT</p> <p><input type="checkbox"/> LEASE AGREEMENT, IF LEASED</p> <p><input type="checkbox"/> PAYMENT OF HEAVY HIGHWAY VEHICLE USE TAX (IRS-FORM 2290/SCHEDULE I) FOR POWER UNITS BEING LICENSED AT 55,000 LBS. OR MORE MUST BE FILED BY THE LAST DAY OF THE MONTH FOLLOWING THE MONTH OF FIRST USE. SUBMIT:</p> <ul style="list-style-type: none"> <li>• RECEIPTED FORM 2290/SCHEDULE I RETURNED FROM IRS LISTING VIN, OR</li> <li>• FORM 2290/SCHEDULE I LISTING VIN WITH COPY OF CANCELLED CHECK.</li> </ul>	<p align="center"><b>ADD VEHICLE &amp; TRANSFER</b> (Transferring the plate from one vehicle to another)</p> <p><input type="checkbox"/> COMPLETED EQUIPMENT REGISTRATION FORM</p> <p><input type="checkbox"/> TITLE OR VALIDATED TITLING RECEIPT</p> <p><input type="checkbox"/> LEASE AGREEMENT, IF LEASED</p> <p><input type="checkbox"/> PAYMENT OF HEAVY HIGHWAY VEHICLE USE TAX (IRS-FORM 2290/SCHEDULE I) FOR POWER UNITS BEING LICENSED AT 55,000 LBS. OR MORE MUST BE FILED BY THE LAST DAY OF THE MONTH FOLLOWING THE MONTH OF FIRST USE. SUBMIT:</p> <ul style="list-style-type: none"> <li>• RECEIPTED FORM 2290/SCHEDULE I RETURNED FROM IRS LISTING VIN, OR</li> <li>• FORM 2290/SCHEDULE I LISTING VIN WITH COPY OF CANCELLED CHECK.</li> </ul> <p><input type="checkbox"/> <b>ORIGINAL</b> CAB CARD ON DELETED UNIT OR PLATE IF THE ORIGINAL CAB CARD IS LOST</p>	<p align="center"><b>DELETE VEHICLE</b></p> <p><input type="checkbox"/> COMPLETED EQUIPMENT REGISTRATION FORM</p> <p><input type="checkbox"/> <b>ORIGINAL</b> CAB CARD</p> <p><input type="checkbox"/> LICENSE PLATE</p>
<p align="center"><b>ADD JURISDICTION</b></p> <p><input type="checkbox"/> COMPLETED EQUIPMENT REGISTRATION FORM LISTING “ALL” ACTIVE POWER UNITS UNDER THE ADDITION SECTION</p> <p><input type="checkbox"/> <b>ORIGINAL</b> CAB CARD(S)</p> <p><input type="checkbox"/> INDICATE NEW JURISDICTIONAL WEIGHTS</p>	<p align="center"><b>AMEND VEHICLE</b> (Increasing or decreasing the weight on one vehicle)</p> <p><input type="checkbox"/> COMPLETED EQUIPMENT REGISTRATION FORM</p> <p><input type="checkbox"/> <b>ORIGINAL</b> CAB CARD</p> <p><input type="checkbox"/> LICENSE PLATE IF CHANGING MISSOURI WEIGHT</p> <p><input type="checkbox"/> PAYMENT OF HEAVY HIGHWAY VEHICLE USE TAX (IRS-FORM 2290/SCHEDULE I) FOR POWER UNITS BEING LICENSED AT 55,000 LBS. OR MORE MUST BE FILED BY THE LAST DAY OF THE MONTH FOLLOWING THE MONTH OF FIRST USE. SUBMIT:</p> <ul style="list-style-type: none"> <li>• RECEIPTED FORM 2290/SCHEDULE I RETURNED FROM IRS LISTING VIN, OR</li> <li>• FORM 2290/SCHEDULE I LISTING VIN WITH COPY OF CANCELLED CHECK</li> </ul>	<p align="center"><b>ADD VEHICLE AND TRANSFER</b> (Adding a vehicle with a weight different than the vehicle being deleted)</p> <p><input type="checkbox"/> COMPLETED EQUIPMENT REGISTRATION FORM</p> <p><input type="checkbox"/> TITLE OR VALIDATED TITLING RECEIPT</p> <p><input type="checkbox"/> LEASE AGREEMENT, IF LEASED</p> <p><input type="checkbox"/> PAYMENT OF HEAVY HIGHWAY VEHICLE USE TAX (IRS-FORM 2290/SCHEDULE I) FOR POWER UNITS BEING LICENSED AT 55,000 LBS. OR MORE MUST BE FILED BY THE LAST DAY OF THE MONTH FOLLOWING THE MONTH OF FIRST USE. SUBMIT:</p> <ul style="list-style-type: none"> <li>• RECEIPT FORM 2290/SCHEDULE I RETURNED FROM IRS LISTING VIN, OR</li> <li>• FORM 2290/SCHEDULE I LISTING VIN WITH COPY OF CANCELLED CHECK</li> </ul> <p><input type="checkbox"/> <b>ORIGINAL</b> CAB CARD ON DELETED UNIT</p> <p><input type="checkbox"/> LICENSE PLATE ON DELETED UNIT</p>	<p align="center"><b>FLEET-TO-FLEET TRANSFER</b> (Moving a vehicle from one fleet to another)</p> <p><input type="checkbox"/> COMPLETED EQUIPMENT REGISTRATION FORM FOR THE FLEET YOU ARE ADDING TO</p> <p><input type="checkbox"/> COMPLETED EQUIPMENT REGISTRATION FORM FOR THE FLEET YOU ARE DELETING FROM</p> <p><input type="checkbox"/> <b>ORIGINAL</b> CAB CARD</p> <p><input type="checkbox"/> SURRENDER LICENSE PLATE <b>ONLY</b> IF CHANGING COMBINED GROSS WEIGHT OR WHEN ADDING A DIFFERENT VEHICLE</p>
<p align="center"><b>REPLACE CAB CARD</b></p> <p><input type="checkbox"/> COMPLETED EQUIPMENT REGISTRATION FORM LISTING ALL THE VEHICLE INFORMATION UNDER THE ADDITION SECTION</p>	<p align="center"><b>REPLACE PLATE</b></p> <p><input type="checkbox"/> COMPLETED EQUIPMENT REGISTRATION FORM LISTING ALL THE VEHICLE INFORMATION UNDER THE ADDITION SECTION</p> <p><input type="checkbox"/> NOTARIZED AFFIDAVIT OF LOST PLATE</p>	<p align="center"><b>CAB CARD CORRECTION</b> (MISC. CHANGE OF INFORMATION)</p> <p><input type="checkbox"/> COMPLETED EQUIPMENT REGISTRATION FORM LISTING THE TYPE OF CHANGE BEING MADE</p> <p><input type="checkbox"/> TITLE OR VALIDATED TITLING RECEIPT (IF APPLICABLE)</p> <p><input type="checkbox"/> LEASE AGREEMENT (IF APPLICABLE)</p> <p><input type="checkbox"/> <b>ORIGINAL</b> CAB CARD</p>	<p align="center"><b>WEIGHT GROUP CHANGE</b> (Weight changes within a particular weight group)</p> <p><input type="checkbox"/> COMPLETED EQUIPMENT REGISTRATION FORM LISTING ALL THE VEHICLE INFORMATION UNDER THE ADDITION SECTION AND JURISDICTIONAL WEIGHTS TO BE CHANGED UNDER THE JURISDICTIONAL WEIGHT SECTION</p>